quick start guide

25423

RCA
ViSYS™

www.rca4business.com

For Customer Assistance
call 1-800-511-3180

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Button Layout

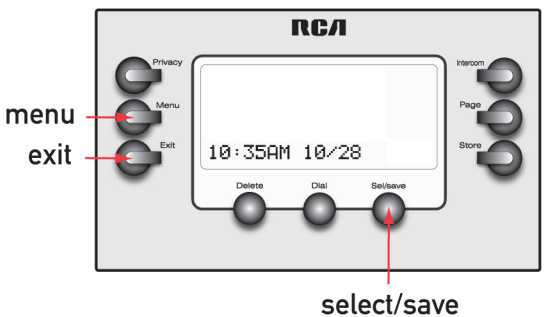
Easy to Navigate Menu's

1. Use the up and down volume buttons to move the arrows in menus.

2. Use menu to access the menu.

3. Use sel/save to enter submenus and to save settings.

4. Use exit to go back one menu level.



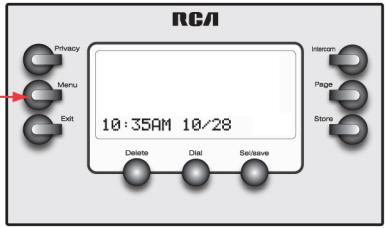
Station ID's

1. To set your station ID, press MENU.

2. Use the volume up and down buttons to navigate to phone settings and press SEL/SAVE.

3. Go down to set phone ID and press SEL/SAVE.

4. Press the speed dial button matching the number you want to be your station ID, OR press SEL/SAVE to have an ID automatically assigned.



Your station ID is displayed on the screen in parentheses when phone is not is use.

Cord Set Up

If you have (2) 2-line phone cords:

One cord should have your first 2 lines. The other should have your 2 remaining lines.

If you have (4) 1-line phone cords:

You will need to get a splitter. Take this diagram to your local electronics store and they will help you choose the correct one.

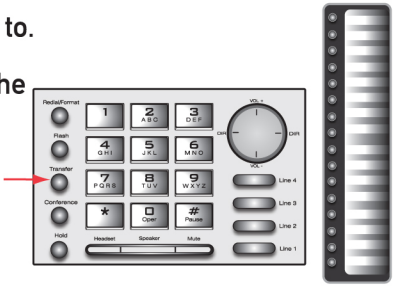
No Dial Tone?

If your phone has a single cord with 3 or more lines on it, this system will not work. You will need to contact your local phone company to get further details.

Transfer & Intercom

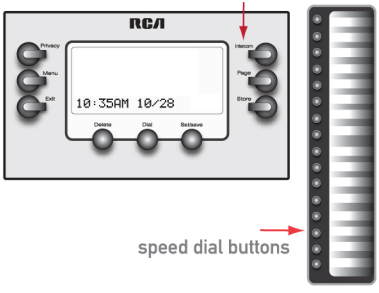
Transfer

1. Find the station ID you want to transfer to.
2. Without putting the call on hold press the TRANSFER button and then the speed dial button that matches the station ID you are transferring to.



Intercom

1. Find the station ID you want to intercom to.
2. If you are on a call, first put the call on hold. Then press INTERCOM and then the speed dial button that matches the station ID you are contacting.



*If intercoms calls do not work make sure all phones have line 1 in common, station ID's are set, and that there are no DSL filters on line 1.